

**Little Traverse Bay Bands of Odawa Indians**  
Job Posting

**Job Title:** ADMINISTRATIVE ASSISTANT  
**Department:** Health – Administration  
**Reports to:** Health Director  
**Status:** Non-Exempt  
**Salary:** \$24,648-\$33.342  
**Level:** 2  
**Opens:** November 18, 2013  
**Closes:** December 9, 2013

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**SUMMARY**

The Administrative Assistant ensures the office of the Health Director runs smoothly and efficiently by providing general clerical support and handling administrative business details. The Administrative Assistant professionally represents Health Administration and supports the activities of the Health Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Handles all medical information according to confidentiality policy and HIPPA Federal Legal Regulations.
- Provides clerical support to the Health Director.
- Read and route incoming mail, transcribes dictations.
- Compose and type routine correspondence proficiently.
- Organizes and maintains file systems, organizes staff meetings, and Health events.
- Attends meeting and takes concise notes or meeting minutes.
- Answers and screens Health Administration telephone calls.
- Arranges Health Department meetings and conference calls.
- Coordinates travel arrangements for Health Director in accordance with LTBB governmental policy.
- Orders and maintains department office supplies; arranges for equipment maintenance.
- Assists with audio visual presentations-power point.
- Maintain files for all budget expenditures as designated by Health Director.
- Maintains files for employees required annual HIPPA training, CPR, Infection control RPMS access level and emergency training, TB testing, travel reports and professional credentialing.
- Assists with Grant Management and compliance.
- Cross trains to all clerical positions within the department.

- Becomes proficient in the RPMS/HER computer system.
- Attends appropriate training as needed and required.

**EDUCATION and/or EXPERIENCE**

High School Diploma/GED required. Administrative Assistant/Clerical certification or three years related Medical office experience preferred.

**SKILLS and ABILITIES:**

Must possess strong computer skills and typing proficiency (Microsoft Professional Suite). Must be able to work independently. Must have excellent written, verbal, and interpersonal communication skills; must have problem solving and good organizational skills. Must be able to travel overnight as needed, and be willing to flex schedule as needed.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must have valid Michigan Drivers license and be insurable.

**COMMENTS**

Indian Preference will apply.